

How to Add a Keyword/Client Matter # in eFileAZ

1. Create a submission in eFileAZ
2. On the [Case Information](#) tab, enter the Keyword or Reference Number in the 'Your Reference Number' field. Click the [Next](#) button when complete.

Filer **Case Information** Case Participants Documents ServiceList Fees and Payments Review and Submit

* Is this the first time you have filed anything in this case? ☐ Yes ☒ No ☐ N/A If you have NOT paid an answer fee or any other fees in this case, you must pay a "First Appearance" fee.

Please indicate if you are appearing in this case as one of the following types. ☐ Arbitrator ☐ Court Appointed Mediator ☐ Special Master
☐ Judge Pro Tem

* Are you appearing as Pro Hac Vice attorney in this case? ☐ Yes ☒ No

* Emergency Filing: ☐ Yes ☒ No


Your Reference Number (Optional):

3. If a payment was made, the Keyword/Matter # will appear on the financial receipt sent via email to the filer.

Description	Case Number	Application Fee	Filing Fee	Total
AFFIDAVIT	S8015CV201900020	\$6.50	\$0.00	\$6.50
Vendor: eUniversa		Service Fee: \$0.20		
EFSP Filing ID: 166293		Receipt Number: 83985838728807460		Total Amount Paid: \$6.70
Receipt Date: 2/17/2021 12:23:31 PM		Keyword / Matter Number: Test		

4. The filer can access either filing or financial reports in eFileAZ that will contain the Client Matter # if entered.

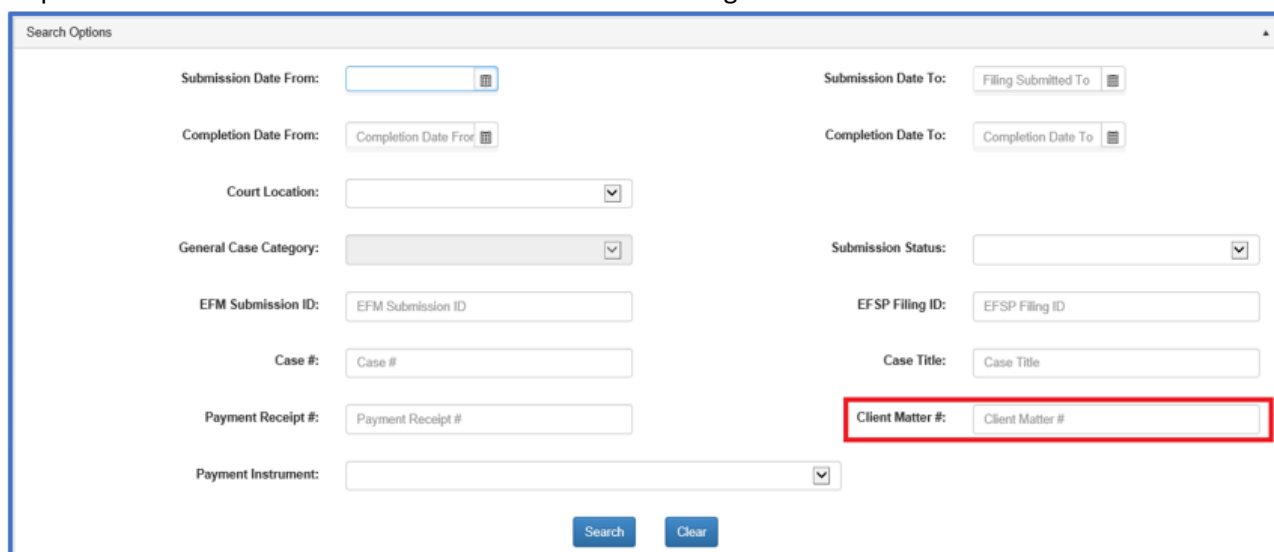
Step 1: Click on My Filings or My Payments from the Filing Options tab



Filing Options ▾

- Filings Pending Submission
- My Filings**
- Organization Filings
- My Cases
- Organization Cases
- My Payments**
- Organization Payments
- E-Filing Map
- Existing Case
- New Case

Step 2: Enter the Client Matter number and desired date range then click 'Search'.



Search Options

Submission Date From:	<input type="text"/>	Submission Date To:	<input type="text"/>
Completion Date From:	<input type="text"/>	Completion Date To:	<input type="text"/>
Court Location:	<input type="text"/>	Submission Status:	<input type="text"/>
General Case Category:	<input type="text"/>	EFSP Filing ID:	<input type="text"/>
EFM Submission ID:	<input type="text"/>	Case Title:	<input type="text"/>
Case #:	<input type="text"/>	Client Matter #:	<input type="text"/>
Payment Receipt #:	<input type="text"/>		
Payment Instrument:	<input type="text"/>		

Search Clear

Step 3: The report that generates includes the Client Matter number and payment method information. This report can be exported to excel by clicking 'Save'

Print

Save

Submission Date	Capture Date	EFSP Filing ID	EFM Submission ID	Matter #	Case #	Case Title	Payment Transaction ID #	Filing Fee	Application Fee	eService Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name
02/17/2021 12:23:52 PM		166293	166551	Test	S8015CV201900020	Quality Loan Service Corp. PLAINTIFF vs Mohave County Treasurer DEFENDANT	83985838728807460	\$0.00	\$6.50	\$0.00	\$0.20	\$6.70	Pending Filing	Mohave County Superior Court
Totals								\$0.00	\$6.50	\$0.00	\$0.20	\$6.70		